

**EVENT COORDINATOR**

**DEFINITION:**

Under general supervision of the Recreation Supervisor, schedules and coordinates all facilities, rentals and special events held at the City of Morgan Hill Community and Cultural Center and Playhouse.

**CLASS CHARACTERISTICS:**

Employees assigned to this class are responsible for the marketing, scheduling and coordination of all facility rentals and special events held at the City's Community and Cultural Center and Playhouse. This position must exercise considerable initiative and independent judgment in promoting, organizing and supervising events and related activities.

**IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

Duties may include, but are not limited to, the following:

1. Reserves and schedules facility rentals and special events; prepares rental contract determining fees and terms of contract; estimates costs and determines event budget and maintains necessary records.
2. Approves or denies facility rental for specific events by reviewing rental applications.
3. Coordinates with renter to determine technical and/or other special requirements necessary for the event; determine resources available, such as equipment or labor, and compares with event requirements; coordinates attainment of additional resources needed such as equipment rental.
4. Ensures adequate staffing for events and schedules set-up, technical, stage and other crews; supervises crews during events.
5. Attends special events to facilitate operations and respond to emergencies or problems; ensures all aspects of events are implemented and controlled according to plans.
6. Meets with persons interested in renting facilities to show spaces, takes reservations, collects deposits and fees, and obtains necessary permits.
7. Manages reservations and program room requests, including creating and managing forms, processing all applications and following through with agreed upon functions.
8. Develops and manages event budget; authorizes purchase of equipment and supplies.
9. Arranges all aspects of events such as security, technical services and staffing.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued)**

10. Meets with programming and maintenance staff to coordinate schedules and work orders for set-up and take-down.
11. Prepares and gives facility time schedules to appropriate staff.
12. Serves as liaison for security, caterer, and other personnel associated with facility rentals.
13. Schedules and directs part-time building attendants and special events staff.
14. Develops marketing plans to promote events and rentals.
15. Promotes Center to the community in appropriate venues.
16. Supervises rentals and special events held in the Center.
17. Establishes contracts with vendors to the Center.
18. Assists Recreation division with community events as assigned.
19. Maintains a flexible work schedule in order to coordinate and attend evening and weekend events; be available for events and rentals.
20. Provides assistance and information to faculty, staff and outside organizations regarding facility use and capabilities; maintains contact with patrons or clients via telephone or written correspondence.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Performs functions related to specific facility assigned such as tracking event attendance, development of facility brochures or other unique projects.
2. Compiles material for event program; maintains mailing lists for distribution of event calendar or other pertinent information.
3. Performs related duties and responsibilities as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Technical requirements for Playhouse productions and special events.
2. Supervisory practices and principles.
3. Scheduling, box office operations and event contract administration.

4. Pertinent health, fire and safety regulations affecting the use of municipal facilities.
5. Crowd control.
6. Business practices and procedures.
7. Equipment and its use during events.
8. Ticket sales and accounting procedures.

**Skill in:**

1. Public relations, customer service and conflict resolution.
2. Marketing and promoting facilities and programs.
3. Organizational skills required to coordinate several events simultaneously.
4. Analyzing problems, evaluating alternatives and making creative recommendations.
5. Planning and presenting material to diverse groups.
6. Program budget development, monitoring and evaluation.
7. Using personal computer for word processing and the development of informational materials.
8. Maintaining accurate and organized records.
9. Using proper supervision procedures and techniques.
10. Developing and maintaining effective working relationships with those contacted in the course of work.

**Ability to:**

1. Travel to various sites in the City to complete work activities.
2. Work outdoors in a variety of weather and atmospheric conditions.
3. Work irregular hours, shifts, or weekends as required.
4. Effectively communicate and problem-solve.
5. Prepare detailed event schedules (using software) and accounting reports on event

proceeds.

6. Direct the work of others during events.
7. Work effectively with promoters, sponsors, stage managers, various group representatives and the general public.
8. Work independently.
9. Prepare reports and maintain accurate records.

**JOB REQUIREMENTS:**

1. Graduation from an accredited college or university with major work in recreation/leisure services, business administration or closely related field AND two years of facility and/or service administration and coordination experience;  
**OR**  
Equivalent to two years of college and five years of progressively responsible experience in facility and/or service administration and coordination;
2. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

**MACHINE/TOOLS/EQUIPMENT UTILIZED**

1. Automobile
2. Keys to City locks
3. Reports, forms, pencils, and pens
4. Computer monitor, keyboard and printer
5. Copy machines
6. Fax machines
7. Calculator
8. Telephone
9. Recreation equipment
10. Sound systems, tables, chairs, etc.

**PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting, standing, or walking for expended periods of time
5. Use of fingers/manual dexterity
6. Driving
7. Lifting to 50 pounds

## **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS**

1. Indoors: office conditions, 50% of time
2. Outdoors: varying conditions, 50% of time
3. Noise level: conducive to office and field setting
4. Lighting: conducive of office and field setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels
8. Travel